

**Condolences and Congratulatory Messages**

<b>Category</b>	<b>Human Resources</b>		
<b>Subject</b>	<b>Condolences and Congratulatory Messages</b>		
<b>Adopted</b>	November 2015	<b>Revised</b>	March 2021

**Policy Statement**

It is important to recognize and acknowledge significant events in the lives of students or staff. The Office of the Superintendent should be advised, as soon as possible, of the death of a student, an employee or a significant relative of an employee or of a significant award or achievement of a student or staff in the school district.

**Procedures**

1. In the event of the death of a student or employee, the Superintendent, or designate, shall send a plant, arrangement or a memorial on behalf of the School District.
2. In the event of a significant award or achievement by an employee or student, the Superintendent, or designate, may forward a congratulatory message commending them for their performance. A copy of the letter to the employee may be placed in their personnel file.

**Reference**